

Steilacoom Civil Service Commission Minutes
August 6, 2020

<u>Call to Order:</u>	Vice-chair Maus called the August 6, 2020 regular meeting of the Steilacoom Civil Service Commission to order at 2:02 p.m. via Zoom.
<u>Roll Call:</u>	In attendance were Vice-chair Maus, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, Chief Yabe, Detective Bailey, and Secretary Sterbick.
<u>Approval of Minutes:</u> July 2, 2020 Yes: All	Commissioner Lynch moved, and Vice-chair Maus seconded, to approve the minutes of the July 2, 2020 meeting as written.
<u>Disqualification</u> Yes: All	<p>Secretary Sterbick informed the Commission there were five names before them for disqualification (one lateral applicant and four from the open competitive register). Secretary Sterbick presented the reason for disqualification of the lateral applicant and Detective Bailey explained the reasons for removal of applicants from the open competitive register.</p> <p>Commissioner Lynch motioned to approve the disqualification, Vice-chair Maus seconded.</p>
<u>Sergeant Promotional Examination</u>	Secretary Sterbick explained she had a list of items for the upcoming Sergeant Promotional Exam needing approval from the Commission. She stated Chief Yabe wished to discuss scoring of the examinations.
<u>Sergeant Announcement & Job Description</u> Yes: All	<p>Secretary Sterbick presented the announcement & job description for the position of Sergeant.</p> <p>Commissioner Lynch motioned to approve the announcement & job description, Vice-chair Maus seconded.</p>
<u>Sergeant Examination Times Allotted</u> Yes: All	<p>Secretary Sterbick suggested 2.5 hours for the written examination (1/2 hour more than what Public Safety Testing suggested).</p> <p>She stated the supervisory skills & abilities assessment would take approximately 60 minutes prep time and 60 minutes with the assessors.</p> <p>Commissioner Lynch motioned to approve the times allotted for written examination, and the supervisory skills/abilities assessment, Vice-chair Maus seconded.</p>
<u>Written Examination Source List</u>	Secretary Sterbick presented the written examination source list to include the Town of Steilacoom Department of Public Safety Policy Manual, Town of Steilacoom Personnel Regulations, Law Enforcement Digest, Steilacoom Municipal Code, and Revised Code of Washington.

Steilacoom Civil Service Commission Minutes
August 6, 2020

<p>Yes: All</p> <p><u>Examination Components Scoring/Weighting</u></p> <p>Yes: All</p> <p><u>Announcement Posting</u></p> <p>Yes: All</p> <p><u>Announcement Closing</u></p> <p>Yes: All</p> <p><u>Written Test Administration Date</u></p> <p>Yes : All</p> <p><u>Supervisory Skills/Abilities Test Administration Date</u></p> <p>Yes: All</p>	<p>Commissioner Lynch motioned to approve the written examination source list, Vice-chair Maus seconded.</p> <p>In accordance with the Steilacoom Civil Service rules, Secretary Sterbick asked Commissioners to approve weighting of the examination with the written exam at 40%, the supervisory skills/abilities at 60%, and the Chief's interview as pass/fail.</p> <p>Commissioner Lynch motioned to accept the scoring and weighted average standards for the multi component testing, Vice-chair Maus seconded.</p> <p>August 7, 2020</p> <p>Commissioner Lynch motioned to approve the announcement posting date, Vice-chair Maus seconded.</p> <p>September 7, 2020</p> <p>Commissioner Lynch motioned to approve the announcement closing date, Vice-chair Maus seconded.</p> <p>October 8, 2020</p> <p>Commissioner Lynch motioned to approve the written test administration date, Vice-chair Maus seconded.</p> <p>October 22, 2020</p> <p>Commissioner Lynch motioned to approve the supervisory skills/abilities test administration date, Vice-chair Maus seconded.</p>
<p><u>Reports:</u></p>	<p>Chief Yabe gave a brief department update.</p>
<p><u>Adjournment:</u></p>	<p>Vice-chair Maus adjourned the August 6, 2020 meeting of the Civil Service Commission at 2:27 p.m.</p>